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**EYES ONLY**

DD/A Registry  
File SECURITY-S

DD/A Registry  
77-2983  
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TO:

VIA:

FROM:

SUBJ:

Boyce/Lee Case and  Security

STATINTL

OPENED BY: \_\_\_\_\_

SEEN BY : \_\_\_\_\_

DATE : \_\_\_\_\_

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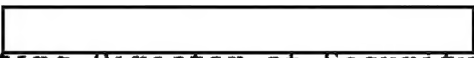
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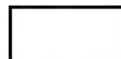
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77-2440

STATINTL

Coordination of Proposed ICS/R 3 "Security"

  
Acting Director of Security



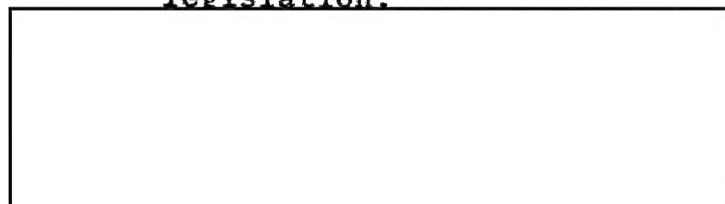
28 APR 1977

STATOTHR

DD/A  
7D-24

Jack:

This is the document we  
chatted about on 26 April.  
It forwards a package of  
regulations that the IC Staff  
asked us to help them write.  
Starting with paragraph 2  
the document is strictly  
tactical and procedural in  
nature and I really don't  
think worth your taking the  
time to study. Paragraph 1  
is the difficult and  
politically explosive  
utterance. It explicitly  
forewarns the IC Staff of  
our opposition to their  
publishing these regulations  
prior to their being ~~STATINTL~~  
independent status via  
legislation.



DD/A 77-2440

28 APR 1977

MEMORANDUM FOR: Chief, Support Staff, IC

VIA: Deputy Director for Administration

FROM:   
Acting Director of Security

SUBJECT: Coordination of Proposed ICS/R 3 "Security"

REFERENCE: Your memorandum of 25 February 1977,  
same subject

1. The Office of Security is appreciative of circumstances which occasioned preparation of proposed Intelligence Community Staff (ICS) regulations and is happy to respond to your request, contingent on an understanding that we cannot concur in promulgation of the proposal until ICS independence is established by statute. We are prepared to provide whatever security support is needed and are aware that the nature and extent of support may be subject to review and adjustment. The proposed regulations are believed adequate to serve and protect the ICS when the latter is extended the special and unique authorities now delegated to the Director of Central Intelligence and the Central Intelligence Agency.

2. In response to your request to be notified of proposed revisions, you are advised that the Office of Security has prepared a new regulation concerning the polygraph. A draft of same is now in coordination. An unmodified copy (Attachment A) is forwarded for your information. We offer assurance that final action concerning all regulatory changes will be brought to your attention immediately.

3. It has been determined that  paraphrased in your regulations as ICS/R 3-8, will be dropped as a

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**B**

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MANAGEMENT

1 March 1977

NONOFFICIAL PUBLICATION BY EMPLOYEES  
AND FORMER EMPLOYEES

STATINTL RESCISSION: [ ] dated 10 June 1976

REFERENCE: [ ]

1. It is the policy of the Central Intelligence Agency that employees obtain approval for nonofficial publication of writings on subjects of official Agency interest as defined herein. Manuscripts are to be submitted through channels to the Deputy Director or Head of Independent Office of the employee concerned for determination as to whether the writing is of official interest and should be forwarded for review by the Publications Review Board (the "Board") under the criteria indicated below. Manuscripts of former employees submitted to the Agency for review pursuant to the terms of their secrecy agreements shall also be referred to the Board through the Office of General Counsel.

2. Employees shall submit writings intended for nonofficial publication to the Board for review prior to providing any notes, drafts, or manuscript to a publisher or other uncleared person. Speeches or other nonofficial oral presentations on matters of official Agency interest must be similarly submitted to the Board for review if scheduled or intended for publication by the employee or the sponsor of the presentation.

3. The Board consists of: Assistant to the Director, Chairman; Deputy to the Director for National Intelligence; Deputy Director for Intelligence; Director of Security; Chief, Central Cover Staff, DDO; and head of the employee or former employee's operating component. The Board will meet at least quarterly or more frequently at the call of the Chairman. The Board will attempt to complete its review of manuscripts within 30 days.

4. Subjects deemed to be of official Agency interest include, but are not limited to, current and former Agency activities, foreign intelligence and foreign political, economic, scientific, technical, military, sociological, and geographic matters, including foreign aspects of international terrorist activities and traffic in narcotics. Publication approval will be denied for any material containing information or intelligence properly classified pursuant to Executive Order



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11652 or which contains information relating to intelligence sources or methods. In addition, publication approval will be denied to current employees for any part of the employee's manuscript that could reasonably be expected to have an adverse impact on U.S. foreign relations, national defense, or security. Depending on the circumstances, the Board may request that the manuscript or portions thereof be reviewed by other members of the Intelligence Community.

5. Employees should submit five copies of a manuscript, routed to the following in sequence: (a) Head of operating component; (b) Deputy Director or Head of Independent Office; (c) Assistant to the Director (for Board review). In submitting a manuscript, the employee should be as specific as possible in indicating plans for publication, including name of the publication or publisher and the proposed date. The memorandum should also indicate the past and present cover status of the employee, if any, and plans for future use of cover. The employee will be identified as an employee of CIA unless this conflicts with security or cover considerations. Any revisions or editorial changes affecting the substance of the manuscript must be resubmitted to the Board. Unless the writing clearly does not concern a subject of official interest, the employee is responsible for ensuring that the material is published with a specific disclaimer to the effect that opinions and views expressed are the employee's own and do not necessarily reflect those of the Agency or the U.S. Government. A copy of the manuscript as it appears in print should be filed with the Board for its records. Former employees should submit manuscripts to the Office of General Counsel, which will transmit them to the Board for internal coordination and review.

6. The Board Chairman shall ensure that each member of the Board has reviewed one copy of the manuscript and returned it to the Chairman with a recommendation. If the Board unanimously decides that the manuscript is unobjectionable under the standards and criteria in paragraph 4 above, the Chairman will notify the employee through the Deputy Director and head of the operating component concerned. If any member of the Board objects to publication of the manuscript or any part thereof, the matter will be resolved at a Board meeting. Employees may appeal the Board's decision to the Deputy Director of Central Intelligence. Board approval for publication is valid for one year, after which time the request must be resubmitted.

7. The Office of General Counsel shall be the Agency point of contact for former employees who submit manuscripts for review. Information concerning manuscripts being written by former employees shall be referred to the General Counsel, who shall be responsible for contacting former employees, publishers, or attorneys, as appropriate, regarding

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Agency clearance procedures. The General Counsel shall submit to the Board all manuscripts received and convey to former employees the results of the Board's review. The Board, in reviewing manuscripts of former employees, shall identify and deny permission for publication that information or intelligence which (a) is properly classified, (b) reveals intelligence sources or methods, (c) was acquired by the former employee during the course of his or her employment, or (d) has not been placed in the public domain by the U.S. Government.

STATINTL 8. This notice supersedes those sections of [ ] which deal with publication of manuscripts. [ ] will be revised accordingly.

STATINTL

E. H. Knoche  
Acting Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES

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## SAFETY AND HEALTH

### 1. ICS SAFETY AND HEALTH PROGRAM

#### a. GENERAL

- (1) The Occupational Safety and Health Act of 1970 requires that the head of each Federal Agency establish and maintain an effective and comprehensive occupational safety and health program consistent with standards developed by the Secretary of Labor. Executive Order 11807 provides each agency head with the guidance necessary to carry out an effective safety and health program.
- (2) Pursuant to Section 6 of the act, the ICS has adopted the Occupational Safety and Health Standards promulgated by the Secretary of Labor and also will adopt applicable emergency temporary safety and health standards as may be established by the Secretary of Labor.

#### b. RESPONSIBILITIES

- (1) The ICS Safety and Health Officer is responsible for:
  - (a) Establishing and effectively implementing an occupational safety and health policy.
  - (b) Managing the ICS's safety and health program in compliance with the act, Executive Order 11807, and the guidelines provided by the Secretary of Labor.

- (c) Establishing objectives to reduce occupational accidents, fires, injuries, and illnesses.
- (d) Establishing priorities for corrective actions that reduce occupational accidents, fires, injuries, and illnesses.
- (e) Promoting the ICS safety and health program at all operating levels.
- (f) Formulating policies and practices for an effective safety and health program.
- (g) Conducting inspections and tests to evaluate the effectiveness of the ICS's safety and health program.
- (h) Conducting a fire prevention program.
- (i) Maintaining appropriate records of each occupational accident, fire, injury, and illness.
- (j) Submitting required reports to the Department of Labor.
- (k) Providing safety training for component safety officers, supervisors, and employees.
- (l) Establishing a channel through which employees may report unsafe or unhealthful working conditions and implementing procedures for handling such reports.

- (m) Providing technical guidance to Component Chiefs regarding the elimination of unsafe or unhealthful working conditions.
  - (n) Cooperating with and assisting the Secretary of Labor in the performance of his duties under Section 19 of the Occupational Safety and Health Act and Section 3 of Executive Order 11807.
- (2) Component Chiefs will designate component safety officers (usually the component Security Officer). The component safety officer, under the guidance of the ICS Safety and Health Officer, is responsible to the Component Chief for:
- (a) Monitoring the proper use, storage, and disposition of dangerous materials.
  - (b) Conducting inspections at least annually to ensure compliance with safety and health standards, and for conducting more frequent inspections when there is an increased risk of accident, injury, or illness because of the nature of the work involved.

- (c) Reporting an unsafe practice or deviation from established safety and health requirements to the ICS Safety and Health Officer through the Component Chief.
  - (d) Forwarding to the ICS Safety and Health Officer, after taking appropriate action, all accident reports received from the field.
  - (e) Investigating occupational accidents, fires, explosions, injuries, and illnesses and submitting a report to the ICS Safety and Health Officer as outlined in subparagraph c below.
- (3) Supervisors and other persons who assign work directly to individuals are responsible for the safety and health conditions and practices within their areas of control.
- (4) All ICS personnel are responsible for:
- (a) Complying with ICS occupational safety and health standards.
  - (b) Notifying their supervisor and the component safety officer or the ICS Safety and Health Officer of any unsafe or unhealthful working conditions.



- (c) Developing and maintaining personal safety standards.
- (d) Notifying their supervisor and the component safety officer of any occupational illness and of all personal, vehicular, or other accidents that:
  - (1) Involve ICS property.
  - (2) Occur on property occupied or controlled by the ICS.
  - (3) Result in injury to or involve ICS employees on duty.

c. INVESTIGATING AND REPORTING

- (1) Consistent with security and cover considerations, the following incidents will be investigated immediately by the component safety officer:
  - (a) Injuries to ICS employees in the performance of official duties and any occupational injuries.
  - (b) Accidents involving official or personal vehicles while being used on official business, that result in personal injury or damage to vehicles, property, or equipment, regardless of the extent of injury or damage.

- (c) Other accidents, fires, or explosions that result in damage to ICS property or equipment.
- (2) Form 2652a, Accident Report, will be completed by the component safety officer within six working days for each incident described in subparagraph c(1)(a) and (c) above, and for each accident described in subparagraphs c(1)(b) above that results in personal injury or in property damage of \$100 or more. The report will be forwarded to the ICS Safety and Health Officer. If, after the submission of Form 2652a, the employee loses more than one workday, visits a physician more than once, is hospitalized, or is placed on restricted duty, transferred, or terminated as a result of the reported incident, a supplemental Form 2652a will be submitted to the ICS Safety and Health Officer.
- (3) The ICS Safety and Health Officer will be notified within one working day after any employment accident that is fatal to an employee, results in the hospitalization of five or more employees, or involves property damage of \$100,000 or more.

- d. CONSTRUCTION AND ALTERATIONS. New construction and alterations to existing structures must meet the standards established by the Occupational Safety and Health Administration, Department of Labor. To ensure compliance with these standards, plans and specifications for new construction and alterations must be submitted to the ICS Safety and Health Officer for review and approval.

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ICS/R 22

22. ACCOUNTABILITY IN HANDLING CLASSIFIED MATTER

- a. GENERAL. This regulation sets forth requirements and responsibilities for the accountability and handling of classified national security information and material. Such requirements and responsibilities are based upon and are consistent with the requirements of Executive Order 11652, Classification and Declassification of National Security Information and Material, and its implementing National Security Council Directive Governing the Classification, Downgrading, Declassification, and Safeguarding of National Security Information.

b. RESPONSIBILITIES

- (1) The SO/ICS in conjunction with ICOM, is responsible for establishing ICS inventory and control systems for collateral (noncompartmented) Top Secret, Treaty Organization, and other accountable classified material. The SO/ICS, in conjunction with ICOM, upon notification of the loss, compromise, or unauthorized disclosure or threatened unauthorized disclosure of classified information or information

concerning intelligence sources and methods will take appropriate action to investigate the matter, evaluate the information, and if warranted report the circumstances to the D/DCI/IC. Further, if appropriate, legal review will be accomplished and, when pertinent, the matter will be referred to the Attorney General.

- (2) Component Chiefs are responsible for insuring that units with their jurisdictions provide the necessary input to the inventory and control systems of ICS when material is received from outside ICS, created within their units, transmitted by the units, dispatched outside the ICS, destroyed, downgraded or retired.
- (3) ICS personnel are responsible for insuring that all classified material is handled in a secure manner and that unauthorized persons do not have access to such material. Furthermore, ICS personnel who have knowledge of the loss, compromise, unauthorized disclosure, or threatened unauthorized disclosure of classified information or of information concerning intelligence sources and methods should report such information immediately to the SO/ICS

through command channels for appropriate action with ICOM.

c. REQUIREMENTS

(1) ACCOUNTABILITY

- (a) Unit Top Secret control officers will insure proper accountability of their collateral Top Secret holdings, and be the central control point for receiving and dispatching of such material. The accountability of collateral Top Secret material will be maintained to reflect the location, changes in classification and final dispositions of the material.
- (b) Accountability of Secret and Confidential material will be maintained by the receipting of such material transmitted outside the ICS and the use of inventory lists, logs, or other finding aids for internal control.
- (c) ICS security policy and procedures applicable to the accountability and handling of sensitive compartmented information (SCI) as defined in the Director of Central Intelligence Directive Number 1/14 and Number 1/16, are promulgated in classified security control system manuals

for each category of SCI.

- (d) ICS/R3-24 prescribes policy and procedures relative to the handling of "Restricted Data" in compliance with the Atomic Energy Act of 1954 as amended.
- (e) Other United States Government departments and agencies originate and disseminate sensitive national security information for which they may establish special accountability requirements. ICS units accepting such material will comply with the controls required by the originator. The SO/ICS, in conjunction with ICOM, will provide guidance in handling such requirements as necessary.

(2) WRAPPING AND MARKING

(a) TRANSMISSION OUTSIDE ICS

- (1) Collateral Top Secret material will be transmitted by the appropriate unit Top Secret Control Officer.
- (2) Individuals transmitting Secret and Confidential material by courier service will enclose the material in opaque



inner and outer covers. The inner cover will be a sealed wrapper or envelope plainly marked with the assigned classification and properly addressed. The outer cover will be sealed, addressed, and marked VIA COURIER with no indication of the classification of its contents.

- (3) Individuals using the United States Postal Service for transmitting Secret or Confidential material will enclose the material in opaque inner and outer covers. The inner cover will be a sealed wrapper or envelope plainly marked with the assigned classification and properly addressed. The outer cover will be sealed, addressed, and marked REGISTERED MAIL with no indication of the classification of its contents. A Form 239 Request for Postage will be attached indicating (return receipt request) and the material will then

be sent to the ICS Logistics Officer  
for transmission to ICOM and mailing.

- (4) When classified material is hand-delivered  
by ICS employees within the metropolitan  
Washington, D. C. area, the outer envelope  
or wrapping must be tagged or marked:

PROPERTY OF THE UNITED STATES GOVERNMENT

DO NOT OPEN

If Found Please Call

Washington, D. C. xxx-xxxx, Collect  
A briefcase, satchel, pouch bag, or similar  
container may constitute the outer cover  
provided it is so tagged or marked.

(b) TRANSMISSION WITHIN THE ICS

- (1) Classified material delivered by ICS  
couriers or ICS employees between  
buildings in the metropolitan Washington,  
D. C. area using ICS facilities or  
personnel will be wrapped and marked  
in accordance with paragraphs c(2)(a)(1),  
(2) and (4) above or be enclosed in a

single opaque cover properly addressed  
and marked as follows:

PROPERTY OF THE UNITED STATES GOVERNMENT

DO NOT OPEN

If Found Please Call

Washington, D. C. xxx-xxxx, Collect

- (2) When delivery of classified material is made within the controlled environment of an ICS occupied building, such material will be enclosed in a single opaque envelope or similar outer cover as appropriate to protect it from casual observation.

(3) RECEIPTING

- (a) DOCUMENT RECEIPTS. As specified below, document receipts will be used to ensure that classified material, when transmitted, reaches its intended recipient.

- (1) Transmission Outside ICS. Form 2600, Package and Document Receipt, will be used when collateral Top Secret material is transmitted outside the ICS. When

sending material classified below Top Secret, Form 615, Document Receipt, will be attached to the document. Both receipts will identify the sender, addressee, and the document, but will contain no classified information.

- (2) Transmission Within ICS. For the transmittal of collateral Top Secret material within the ICS, Form 2600, Package and Document Receipt, will be used unless an alternative procedure has been authorized by the SO/ICS in conjunction with ICON Form 615. Form 615 will be used on an optional basis when sending Secret or Confidential material.

- (b) COURIER RECEIPTS. The following courier receipts will be used as necessary to control the point to point transmission of classified material between ICS components as well as outside the IC staff:

- (1) Form 2600, Package and Document Receipt, will be used for the transmission of collateral Top Secret material.
- (2) Form 240, Courier Receipt and Log Record, will be used for sending material classified Secret or Confidential that requires a receipt.

(4) TRANSMISSION

- (a) TRANSMISSION OUTSIDE ICS. Classified material destined for non-ICS recipients within the United States (including Alaska and Hawaii) may be transmitted only by approved electrical means, ICS employees with staff like security clearances who are designated as couriers, members of Intelligence Community courier services, military courier services, or diplomatic pouch services. In addition, within the United States (including Alaska and Hawaii) Secret and Confidential material (not Top Secret) may be transmitted through the U. S. Postal Service using Registered Mail and Return Receipt Requested Service.

- (b) TRANSMISSION WITHIN ICS. Classified material may be transmitted within or between ICS buildings located in the Washington, D. C. metropolitan area approved electrical means, by any established intra-ICS courier system, or by ICS employees with staff like security clearances. Classified material may be transmitted between ICS components within the United States (including Alaska and Hawaii) by approved electrical means, an approved courier system, or by ICS employees with staff like security clearances who are designated as couriers. In addition, within the United States (including Alaska and Hawaii) Secret and Confidential material (not Top Secret) may be transmitted through the U. S. Postal Service using Registered Mail and Return Receipt Requested service.

(5) DESTRUCTION OF CLASSIFIED MATERIAL

- (a) The destruction of classified material must be accomplished in accordance with existing law and regulations. Periodically, custodians

of documents will examine the material in their possession. If the material is of no further use, the custodians will request their component records officer to review the documents and advise on appropriate disposition, consistent with federal statutes, ICS regulations, and approved records control schedules.

- (b) All classified material approved for destruction will be disposed of as specified in ICS/R3-\_\_\_\_\_.

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE		INITIALS
1	DDA				7
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
As regards the attached, I am sure you will recall that DDA officers ( [redacted] etc) were detailed to the ICS to write all sorts of					
FOLD HERE TO RETURN TO SENDER (over)					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
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UNCLASSIFIED		CONFIDENTIAL		SECRET	

*Very for the*  
*This project is nearing*  
*an end.*

*Paul*  
22 APR 1977

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